

STATE OF MARYLAND
DEPARTMENT OF BUDGET AND MANAGEMENT
OFFICE OF HUMAN RESOURCES
301 West Preston Street
Baltimore, Maryland 21201

POSITION DESCRIPTION

REVIEW INSTRUCTIONS PRIOR TO COMPLETION.

PART I. IDENTIFYING POSITION INFORMATION

ITEMS 1-6 to be completed by Agency Personnel Office.

1. PIN	2. CLASS CODE/GRADE 4216/
3. SERVICE Professional	4. IS THIS POSITION DESIGNATED AS A SPECIAL APPOINTMENT? NO
5. OVERTIME STATUS Eligible	6. AGENCY APPROPRIATION CODE 32.06.02.062

ITEMS 7-13 to be completed by the supervisor.

7. Current Employee's Name, if applicable:
8. Class Title: Community Health Nurse II
Working Title, if different:
9. Department or Agency Name: Harford County Health Department
Division, Unit or Section: Nursing
10. Work Location/Address:
11. Name of Immediate Supervisor:
Title of Immediate Supervisor:
12. Work Schedule (check all that apply):
☒ Permanent Day Shift ☐ Rotating Shift
☐ Permanent Evening Shift ☒ Full Time
☐ Permanent Night Shift ☐ Part Time
☒ Other (explain) May work evenings and weekend events
13. If applicable, how long has the current employee been performing the duties listed below?
New Hire

PART II. POSITION FUNCTIONS

Items 1-7 (If additional space is required, attach a separate sheet).

1. **MAIN PURPOSE OF THE JOB:** Briefly describe the main purpose of this position and how it relates to the mission of the agency.
Provides full performance level of work in the provision of community health nursing services for a local Health Department with authority and responsibility delegated from a Community Health Nurse Supervisor, Program Supervisor, or Nursing Director for planning, developing, implementing, and evaluating assigned nursing duties.
2. **ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES** - List duty and responsibility statements that identify the essential job functions and other assigned duties. Essential job functions are the fundamental job duties of a position that if not performed will alter the job (identify essential job functions by highlighting, underlining, etc.).

% OF TIME AND/OR WEIGHT OF IMPORTANCE	JOB DUTY
24% 2 Client Identification <ul style="list-style-type: none"> • Successfully identifies appropriate clients for Health Department services and acts as a resource person to clients, other agencies, and providers as evidenced by report. This will be demonstrated by accurate documentation following policies and supervisor observation. 	
25% 3 Clinical Roles <ul style="list-style-type: none"> • Demonstrates proficiency in clinical roles as demonstrated by accuracy of completed tasks and documentation according to policies of DHMH. This determination will be made by observation and chart review. • Conducts pregnancy testing and counseling activities according to procedure guidelines of Center of Maternal and Child Health. 	
25% 3 Case Management <ul style="list-style-type: none"> • Demonstrates proficiency in case management activities as demonstrated by thorough accurate documentation following policies and consultation with supervisor. 	
20% 3 Clinical Responsibilities <ul style="list-style-type: none"> • Demonstrates proficiency in clinical responsibilities evidenced by record preparation prior to clinic, accurate documentation after client encounter, data entry into computer and completion of post-clinic activity. This determination will be made by observation and chart review. 	
5% 2 Agency Representation and Essential Duties as Assigned <ul style="list-style-type: none"> • Participates in Agency and State committees and at various meeting to represent the Harford County Health Department issues, and concerns. • Represents the Health Department as required. • Reviews and advises on relevant legislation, participates in community planning and needs assessment. 	
1% 3 Emergency Preparedness and Bioterrorism <ul style="list-style-type: none"> • Receives training in responding to Emergency Preparedness and Bioterrorism Events and responds to emergencies when requested by the Health Officer or his designee. 	

3. **LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS:** List the contacts that this position has with individuals within the division, agency and department as well as other State agencies, other government agencies, private companies, clients, customers, vendors and the general public. These contacts may be in person, in writing or by telephone. Indicate how often the contact occurs. State the purpose of each contact, for example, to provide information, to explain procedures or decisions, to persuade or negotiate.

DIVISION - Daily Contact –Nursing Supervisor, Clinical and Generalized Nursing Staff, Clerical Support Staff, Program Directors and Coordinators, Immunization Program, Administration Office, Fiscal Office, Healthy Start Program, Administrative Care Coordination Unit, IPO/CFR Office, Adult Education and Review Services, Health Services, Health Education, BCCP, Office of Cancer Prevention, Environmental Health, Infant and Toddlers, Maryland Children’s Health Program and WIC.

AGENCY - As Necessary – Health Officer, Deputy Health Officer, Administrative Director, Chief Medical Director, Director of Nursing, DHMH, Personnel, Family Planning, Communicable Disease, STD, Social Services

GOVERNMENT AGENCIES - As Necessary - Police

PRIVATE - As Necessary - Schools, Hospitals, Private Care Facilities, Medical Doctors, Nurses, Businesses

OTHER - Daily Contact - General Public, established clients

4. **DECISIONS AND RECOMMENDATIONS:** List the decisions and recommendations that this position makes which are necessary to carry out essential job functions. State to whom recommendations are made.

Recommendations regarding staff development and training needs.

Recommendations made to Community Health Nurse Supervisor or Program Supervisor.

Recommend timely follow-up based on clinical findings.

Decide if request for Health Department services are appropriate.

Decide on individualized plan of care.

Determine what information is needed to educate client/family.

Recommendations made to clients and providers.

5. **EQUIPMENT USED:** List equipment, machinery and tools used to complete the job, e.g., personal computer, calculator, typewriter, hand tools, measuring devices and lab equipment.

Personal computer, fax machine, copy machine, State car, lab equipment.

6. **NATURE OF SUPERVISION RECEIVED:** Check the type of supervision that is given to this position. See Instructions Part II, Item 6 for definition of terms.

_____ Close Supervision

_____ Moderate Supervision

 X General Supervision

_____ Managerial Supervision

7. WORKING CONDITIONS (check all that apply):

- ☐ Work involves exposure to uncomfortable or unpleasant surroundings (explain).
- ☒ Work involves exposure to hazardous conditions which may result in injury. **Potential exposure to blood and body fluids and sharps.**
- ☐ Work involves special physical demands such as lifting 50 pounds or more, climbing ladders, etc. (explain).
- ☒ Work requires the use of protective equipment such as goggles, gloves, mask, etc. **Protective equipment needed during lab procedures and specimen collections.**

PART III. RESPONSIBILITY FOR THE WORK OF OTHERS

This section should be completed if this position is responsible for the work of others, this includes full and part-time permanent employees, contractual or emergency employees, volunteers, reimbursables or loaned employees. If additional space is required, attach a separate sheet.

NATURE AND LEVEL OF RESPONSIBILITY FOR WORK OF OTHERS:

A supervisor assigns and reviews the work of others, trains employees, recommends the selection, promotion and termination of employees, approves leave and assigns time cards, signs annual performance evaluations, determines and resolves procedural problems within the unit, serves as spokesperson for subordinates, explains policies and directives from management and issues formal disciplinary reminders, warnings and reprimands.

A lead worker assigns and reviews the work of others, instructs and motivates workers, is available for immediate assistance or review and performs the work of the classification.

a.) Does this position supervise employees? Yes ☐ No ☒

b.) Does this position lead employees? Yes ☐ No ☒

If yes, to a or b, list the names and classifications of the employees that this position supervises or leads.

c.) Check the ways that this position supervises or leads these employees (check all that apply).

- _____ Assign and review work
- _____ Approve leave, sign time cards
- _____ Sign annual performance ratings
- _____ Interview and select new employees
- _____ Train employees
- _____ Discipline employees (counsel, recommend suspension & termination)

d.) Do any of the employees supervised have supervisory responsibility?
If so, list them and the names and classifications of those they supervise or attach an approved organization chart.

PART IV. PERFORMANCE STANDARDS

PERFORMANCE STANDARDS - For each essential job function described in Part II, list the standard(s) necessary for satisfactory performance. If additional space is required, attach a separate sheet.

Job Duty	Meets Standards	Exceeds Standards	Outstanding
Client Identification	Provides appropriate health information and makes necessary referrals for public or private services.	Gives customized resource list to clients as well as provide appropriate health information.	Gives customized resource list to clients and information on a health problem. Will assist in making an appointment or referral and network with other agencies in the client's behalf.
Clinical Roles	Demonstrates ability to perform clinical roles, including pre and post conference, and venipuncture. Will provide health information and make necessary referrals to Health Department or service agencies.	Demonstrates ability to perform clinical roles, pre and post-conference, and venipuncture. Activities include resolution of clinic and program summaries. Will give customized resource list and review appropriate health education information.	Demonstrates ability to perform clinical roles, pre and post-conference, and venipuncture. Demonstrates ability to manage office including effective case management of abnormal results. Will give customized resource list, health education material, and network with other agencies in the client's behalf.
Case Management	The nurse will record lab results accurately within one week of reception. Will monitor follow-up recommendations concerning abnormal lab values within six days following clinician review and perform monthly record audits.	The nurse will record lab results accurately within three days of reception, monitor clinician reviews within three days of completion and perform monthly record audits without prompting.	The nurse will record lab results accurately within two days of reception. Monitor clinician's reviews and perform monthly record audits ahead of schedule.
Clinical Responsibilities	Demonstrates ability to prepare records within one day prior to clinic. Will document @ 85% accuracy; enter data within three days after client encounter and complete post clinic activity within three days following clinic.	Demonstrates ability to prepare records for clinic within two days of clinic. Will document @ 90% accuracy; enter data into computer within two days after client encounter; and complete post clinic activity within two days following clinic.	Demonstrates ability to prepare records for clinic within five days of clinic. Will document @ 95% accuracy; enter data into computer within one day after client encounter; and complete post clinic activity within one day following clinic.
Agency Representation and Essential Duties as Assigned	Makes well thought out plans for program development and implements within a timely manner with guidance from supervisor. Participates in meetings, committees, fairs, and events representing the Health Department	Makes sound suggestions for program development based on evaluation of data and implements them with little guidance. Often predicts need for changes. Volunteers for special assignments, meetings, committees, fairs, and events in a timely manner.	Anticipates program trends and makes innovative plans and develops new programs based on data. Independently researches program information and makes recommendations for changes. Contributes useful recommendations during meetings. Always accepts or volunteers for extra assignments, meetings, committees, fairs, and events.
Emergency Preparedness Bioterrorism	This position will receive training for response to Emergency Preparedness and Bioterrorism events and assist where assigned as required with supervision.	This position will receive training for response to Emergency Preparedness and Bioterrorism events and provide required coverage as needed.	This position will receive training for response to Emergency Preparedness and Bioterrorism events and provide required coverage.

PART V. SIGNATURES

The following signatures indicate acknowledgment by the employee of the information on this form, when applicable, and approval by the supervisor and appointing authority.

Employee's Signature

Date

Supervisor's Signature

Date

Appointing Authority or Designee

Date